

For: State and County Offices

**Clarifying Procedure for Processing CCC-910's and Application Approval Date Entry**

Approved by: Acting Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

Notice MFP-2 provides policy and procedure for the Market Facilitation Program (MFP). Since then, over 103,000 CCC-910's have been entered in the MFP system. The National Office review has determined that several MFP applications are:

- not being completed on a timely basis in the MFP system
- missing signature dates and indicators
- incomplete, such as the payment indicator for completed payments processed is left blank.

**B Purpose**

This notice clarifies the instructions for:

- processing CCC-910's in the MFP system
- entering the application approval date in the MFP Payment Process.

**C Action**

State Offices will ensure that County Offices are adhering to the policies and procedures clarified in this notice.

County Offices will direct questions about this notice to their respective State program specialist.

**Clarifying Procedure for Processing CCC-910's and Application Approval Date Entry**

<b>Disposal Date</b>	<b>Distribution</b>
September 1, 2019	State Offices; State Offices relay to County Offices

## Notice MFP-4

### 1 Overview (Continued)

#### D Contacts

State program specialists will direct questions to the applicable contact according to this table.

IF the question is about...	THEN contact...
MFP policy	Kelly Hereth-Dawson by either of the following: <ul style="list-style-type: none"><li>• e-mail to <b>kelly.hereth@wdc.usda.gov</b></li><li>• telephone at 202-720-0448.</li></ul>
MFP application automation issues	Brittany Ramsburg by either of the following: <ul style="list-style-type: none"><li>• e-mail to <b>brittany.ramsburg@wdc.usda.gov</b></li><li>• telephone at 202-260-9303.</li></ul>
MFP payment issues	Tina Nemeč by either of the following: <ul style="list-style-type: none"><li>• e-mail to <b>tina.nemec@wdc.usda.gov</b></li><li>• telephone at 202-690-4027.</li></ul>

### 2 Reviewing and Recording CCC-910's

#### A Reviewing CCC-910's

The National Office review has determined that some MFP applications are missing 1 or more of the following:

- Part C Production Information – Producer's Signature Date and/or Signature checkbox
- Part D Producer Certification – Producer's Signature Date and/or Signature checkbox
- Part E COC Determination – COC's Signature Date and/or Determination
- Payment Rate 1 checkbox for applications after a payment has been processed.

#### B Recording CCC-910's

County Offices must enter CCC-910's for the applicable commodity:

- the same day as received in the County Office or as soon as practicable
- **before** COC determination.

**Important:** County Offices are **not** authorized to process MFP payment for the applicable commodity until Parts C, D, and E on CCC-910 have been completed in full in the MFP system.

County Offices must not delay processing payments once COC or designee approves CCC-910.

## Notice MFP-4

### 3 National MFP Reports

#### A Available Reports

The National MFP Reports folder contains the following reports that can assist State and County Offices to reconcile missing data elements in MFP applications:

- “MFP Applications with Missing Data” to assist in determining which applications are missing data elements
- “MFP Applications Approved – Not Paid” to identify applications approved without “Payment Entered 1” checked.

**Notes:** County Offices will save reports to either a private folder or to their State-assigned folder before filtering the report to the county level.

Reports found in the National MFP Reports folder created by State or County Office employees will be deleted by the National Office.

#### B Accessing Reports

To access available reports:

- access MFP Applications software
- use the drop-down menu to the right of the FPAC Interaction and CLICK “Reports”
- CLICK “All Folders”
- enter “National MFP Reports” in the “Search” field at the top of the screen
- click applicable report
- use the drop-down menu to the right of “Edit” and CLICK “Save As”
- save the report to either “Private Folder” or the State-specific MFP folder.

#### C Editing Reports

To edit reports:

- open the report
- CLICK “Edit”
- CLICK “Filters”
- add filters as applicable
- CLICK “Save and Run”.

## Notice MFP-4

### 4 Approval Date Entry in MFP Payment Process

#### A Entering the Application Approval Date

An approval date is required to be entered in the MFP Payment Process for each of the MFP program types (crops, livestock, and specialty). Each program type has its own payment process, so County Offices should enter the earliest commodity approval date for crops within that specific program type in the MFP Payment Process. There may be 3 separate approval dates based on the MFP program type for the applicable commodity.

The following are examples of the applicable approval date to be entered in the MFP Payment Process.

##### **Example 1:** MFP crops:

- corn approved 10/23/2018
- soybeans approved 10/1/2018
- wheat approved 10/9/2018.

Approval date entered should be **10/1/2018**.

##### **Example 2:** MFP livestock:

- dairy approved 10/4/2018
- hogs approved 9/18/2018.

Approval date entered should be **9/18/2018**.

##### **Example 3:** MFP specialty:

- fresh sweet cherries approved 10/3/2018
- shelled almonds approved 10/4/2018.

Approval date entered should be **10/3/2018**.